

Minutes of the CCR-FYI Steering Committee Meeting

May 27, 2004, Thursday 12:00-1:00 pm

Bethesda: Building 37, Rm 4041, 301-435-7427 (phone:301-402-9194)

Frederick: Building 549/Conf Rm B (700-848-1113) (phone: 301-46-5864)

- 1) The meeting was called to order.
- 2) In attendance were:

Bethesda- Sohrab Bodaghi, Derrick Cox, Kathleen Dohoney, Cem Elbi, Chava Kimchi-Sarfaty, Melinda Merchant, Margaret Pratt, Andy Sherman, Renuka Sivendran, Kwang Suh, Jonathan Wiest, Melissa Wilson

Frederick- Maja Bumke, Ramalakshmi Darbha, Arindham Dhar, Hariprakash Humcha, Susan Lindtner, Melissa Maderia, Anne Welcker.

- 3) A thank you note sent by former SC member, Laura Schild, was read out by Melissa Wilson.
- 4) All Steering committee members were urged to register to the Steering Committee Listserve. Presently 31 SC members had subscribed out of the 51 names gleaned from Melissa's and Cem's e-mail headers. Several names could be from former members who are no longer active SC members. Active members will be reminded again before listserv usage replaces individual address lists.
- 5) Cem Elbi reminded everyone to sign up for a "get acquainted" meeting with NCI Director Dr. Andrew C. von Eschenbach on July 13 at 9:30 am. Logistical issues regarding finding a location for this meeting were briefly discussed. Please contact Cem at elbic@mail.nih.gov if you are interested in attending.
- 6) Cem also encouraged members to sign up for the Intercultural training course led by Ursula Leitzmann. To sign up send an e-mail to: leitzmau@mail.nih.gov
- 7) Comments regarding how CCR-FYI-sponsored events should be advertised included the recommendation that both e-mail and flyers be used.
- 8) A detailed presentation of the CCR-FYI retreat survey results were presented by Melissa W. and Chava K. See attached handout of presentation. Survey results were discussed and several comments and suggestions were made regarding pre-retreat information posted on the website. Included in the discussion of how to use the survey results was the possibility of posting selected survey results and photos on the website following the retreat.
- 9) Melinda Merchant discussed two groups that have approached CCR-FYI about forming mutually beneficial partnerships.
 - a. "Career Mentors". Consisting of PI from throughout NCI, these would not be replacement mentors rather they would be complementary to the postdoc's present mentor. Mentor and mentee questionnaires are being prepared for those who are interested in participating.
 - b. In a similar vein, it was suggested that postdocs could potentially serve as Career Mentors to postbaccs.

- c. The Career Mentor program is tentatively scheduled to begin in the fall of this year. Interest persons should contact Melinda to express interest or find out more details.
- 10) Steering committee members volunteered for this year's subcommittee jobs:
Retreat Subcommittee: *Derrick Cox and Susan Lindtner*
Publicity/Social:
Newsletter: *Kathleen Dohoney and Ramalakshmi Darbha*
Website: *Melinda Merchant and Margaret Pratt*
E-mail: *Chava K.*
Brown Bag lunches: *Melissa W. and Renuka*
Happy Hour: ? vacant
NPA and FELCOM: *Melinda Merchant and Arti Patel*
Scientific:
Post-doc seminar series: *Melissa W. and Kwang Suh*
Survey: *Chava, K., Melissa ? and Maja Bumke*
Community Life: (Guide Doc) *Anne Welcker and Angeliki Magklara*
By-Laws/Policy: *Sohrab B.*
- 11) Suggestion from Anne Welcker about a separate subcommittee for “**International affairs**” which would work with the NIH visiting fellows group.
- 12) Suggestion about integrating Frederick/Bethesda post-doc seminar series.
- 13) Need for updating of CCR-FYI member list
- 14) Melissa Wilson thanked everyone for a wonderful time during her tenure on the SC. She is departing NIH in June to attend medical school.
- 15) Meeting was adjourned.

Respectfully submitted,
Margaret Pratt
Ramalakshmi Darbha
CCR-FYI Secretaries
June 24, 2004